

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS**

**Requirements for Commencing a New Bankruptcy Case**

**TABLE OF CONTENTS**

<b>I.</b>	<b>Voluntary Chapter 7 Case</b>	<b>Page 1</b>
<b>II.</b>	<b>Voluntary Chapter 11 Case</b>	<b>Page 2</b>
<b>III.</b>	<b>Voluntary Chapter 12 Case</b>	<b>Page 4</b>
<b>IV.</b>	<b>Voluntary Chapter 13 Case</b>	<b>Page 5</b>
<b>V.</b>	<b>Involuntary Chapter 7 or Chapter 11 Case</b>	<b>Page 6</b>
<b>VI.</b>	<b>Adversary Case</b>	<b>Page 6</b>

**I. VOLUNTARY CHAPTER 7 CASE**

- √ Declaration for Electronic Filing (Exhibit B-1 or B-2 to LBR Appendix 5005)  
If case is filed electronically, must be executed by the debtor and submitted to the Court within five (5) business days in paper format. LBR, Appendix 5005, Part II (Electronic Filing and Service of Documents) paragraph C. (Signatures) sub-section 3.
- √ Filing Fee of \$155 plus \$15 Trustee fee plus \$30 Administrative Fee (**\$200 total**)  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed Application (Official Form 3) for Court approval. Rule 1006(b), Fed.R.Bankr.P.
- √ Voluntary Petition (Official Form 1). Exhibit A is not required.
- √ List of Creditors (Master Mailing List (matrix))  
Names and addresses of all creditors of the debtor.  
Must be submitted With the petition. Rule 1007(a), Fed.R.Bankr.P. and LBR Appendix 1007-b-5.
- √ Schedules of assets and liabilities (Official Forms 6A,B,C,D,E,F and summary.)  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of executory contracts and unexpired leases.  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of Co-Debtor (Official Form 6H).

**VOLUNTARY CHAPTER 7 CASE** (continued)

- √ Schedules of current income and expenditures.  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6, must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Statement of Financial Affairs (Official Form 7).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Statement of intention regarding secured property (Official Form 8).  
Required ONLY if the debtor is an individual and the schedule of assets and liabilities contains consumer debts secured by property of the estate. Must be submitted within 30 days of filing of the petition or by the date set for the Section 341 first meeting of creditors, whichever is earlier. 11 U.S.C. § 521(2).
- √ Statement disclosing compensation paid or to be paid to the attorney for the debtor.  
Must be submitted within 15 days or any other date set by the Court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- √ Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.  
Must be submitted within 10 days.

*Clerk’s Note: If submitted on paper, the original and two (2) copies of each document are required. If a file stamped copy is to be returned to the debtor or debtor’s attorney, an additional copy is required, plus a suitably sized, self addressed envelope with sufficient postage affixed.*

**II. VOLUNTARY CHAPTER 11 CASE**

- √ Declaration for Electronic Filing (Exhibit B-1 or B-2 to LBR Appendix 5005)  
If case is filed electronically, must be executed by the debtor and submitted to the Court within five (5) business days in paper format. LBR, Appendix 5005, Part II (Electronic Filing and Service of Documents) paragraph C. (Signatures) sub-section 3.
- √ Filing fee of \$800 plus \$30 Administrative Fee (**\$830 total**)  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed Application (Official Form 3) for Court approval. Rule 1006(b), Fed.R.Bankr.P.
- √ Voluntary Petition (Official Form 1).
- √ List of Creditors (Master Mailing List (matrix))  
Names and addresses of all creditors of the debtor  
Must be submitted With the petition. Rule 1007(a), Fed.R.Bankr.P. and LBR Appendix 1007-b-5.
- √ Exhibit “A”  
Must be attached to petition if debtor is required to file periodic reports (e.g. forms 10K and 10Q) with the Securities & Exchange Commission pursuant to Sections 13 or 15(d) of the Securities Act of 1934 and is requesting relief under chapter 11 of the Bankruptcy Code.

**VOLUNTARY CHAPTER 11 CASE** (continued)

- √ List of Creditors holding the 20 Largest Unsecured Claims (Official Form 4).  
Must be submitted With the petition. Rule 1007(d), Fed.R.Bankr.P.
- √ Names and addresses of equity security holders of the debtor.  
Must be submitted with the petition or within 15 days, unless the Court orders otherwise.  
Rule 1007(a)(3) & (c). Fed.R.Bankr.P.
- √ Schedules of assets and liabilities (Official Form 6A,B,C,D,E,F and summary).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of executory contracts and unexpired leases.  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of  
Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of current income and expenditures.  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of  
Official Form 6 must be used for this purpose. Must be submitted with the petition or within  
15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Statement of Financial Affairs (Official Form 7).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of Co-Debtor (Official Form 6H).
- √ Statement disclosing compensation paid or to be paid to the attorney for the debtor.  
Must be submitted within 15 days or any other date set by the Court. 11 U.S.C. § 329 and  
Rule 2016(b), Fed.R.Bankr.P.
- √ Statement disclosing compensation paid or to be paid to a “bankruptcy petition  
preparer” as defined in 11 U.S.C. § 110.  
Must be submitted within 10 days.
- √ Chapter 11 Plan. See 11 U.S.C. § 1121 for details.

*Clerk's Note: If submitted on paper, the original and four (4) copies of each document are required. If a file stamped copy is to be returned to the debtor or debtor's attorney, an additional copy is required, plus a suitably sized, self addressed envelope with sufficient postage affixed.*

### III. VOLUNTARY CHAPTER 12 CASE

- √ Declaration for Electronic Filing (Exhibit B-1 or B-2 to LBR Appendix 5005)  
If case is filed electronically, must be executed by the debtor and submitted to the Court within five (5) business days in paper format. LBR, Appendix 5005, Part II (Electronic Filing and Service of Documents) paragraph C. (Signatures) sub-section 3.
- √ Filing Fee of \$200 plus \$30 Administrative fee (**\$230 total**)  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed Application (Official Form 3) for Court approval. Rule 1006(b), Fed.R.Bankr.P.
- √ Voluntary Petition (Official Form 1). Exhibit A is not required.
- √ List of Creditors (Master Mailing List (matrix))  
Names and addresses of all creditors of the debtor.  
Must be submitted With the petition. Rule 1007(a), Fed.R.Bankr.P. and LBR Appendix 1007-b-5.
- √ Schedules of assets and liabilities (Official Form 6A,B,C,D,E,F and summary).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of executory contracts and unexpired leases.  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6, Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedules of current income and expenditures.  
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c). Fed.R.Bankr.P.
- √ Schedule of Co-Debtor (Official Form 6H).
- √ Statement of Financial Affairs (Official Form 7).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c).
- √ Statement disclosing compensation paid or to be paid to the attorney for the debtor.  
Must be submitted within 15 days or any other date set by the Court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- √ Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.  
Must be submitted within 10 days.
- √ Chapter 12 Plan.  
Must be submitted within 90 days. 11 U.S.C. § 1221.

*Clerk's Note: If submitted on paper, the original and two (2) copies of each document are required. If a file stamped copy is to be returned to the debtor or debtor's attorney, an additional copy is required, plus a suitably sized, self addressed envelope with sufficient postage affixed.*

#### IV. VOLUNTARY CHAPTER 13 CASE

- √ Declaration for Electronic Filing (Exhibit B-1 or B-2 to LBR Appendix 5005)  
If case is filed electronically, must be executed by the debtor and submitted to the Court within five (5) business days in paper format. LBR, Appendix 5005, Part II (Electronic Filing and Service of Documents) paragraph C. (Signatures) sub-section 3.
- √ Filing fee of \$155 Plus \$30 Administrative Fee ( **\$185 total**)  
If the fee is to be paid in installments, the debtor must be an individual and must submit a signed Application (Official Form 3) for Court approval. Rule 1006(b), Fed.R.Bankr.P.
- √ Voluntary Petition (Official Form 1). Exhibit A is not required.
- √ List of Creditors (Master Mailing List (matrix))  
Names and addresses of all creditors of the debtor.  
Must be submitted with the petition. Rule 1007(a), Fed.R.Bankr.P. and LBR Appendix 1007-b-5.
- √ Schedules of assets and liabilities (Official Form 6A,B,C,D,E,F and summary).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of executory contracts and unexpired leases.  
Must be submitted with the petition or within 15 days; must be filed on Schedule G of Official Form 6. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of current income and expenditures.  
All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be submitted with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Statement of Financial Affairs (Official Form 7).  
Must be submitted with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- √ Schedule of Co-Debtor (Official Form 6H).
- √ Chapter 13 Plan.  
Must be submitted with the petition or within 15 days. Rule 3015, Fed.R.Bankr.P.
- √ Statement disclosing compensation paid or to be paid to the attorney for the debtor.  
Must be submitted within 15 days or any other date set by the Court, 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.
- √ Statement disclosing compensation paid or to be paid to a “bankruptcy petition preparer” as defined in 11 U.S.C. § 110.  
Must be submitted within 10 days.

*Clerk’s Note: If submitted on paper, the original and two (2) copies of each document are required. If a file stamped copy is to be returned to the debtor or debtor’s attorney, an additional copy is required, plus a suitably sized, self addressed envelope with sufficient postage affixed.*

## **V. INVOLUNTARY CHAPTER 7 OR 11 CASE**

- √ Declaration for Electronic Filing (Exhibit B-1 or B-2 to LBR Appendix 5005)  
If case is filed electronically, must be executed by the debtor and submitted to the Court within five (5) business days in paper format. LBR, Appendix 5005, Part II (Electronic Filing and Service of Documents) paragraph C. (Signatures) sub-section 3.
- √ Filing fee for a Chapter 7 case \$155 plus \$15 Trustee Fee plus \$30 administrative fee (**\$200 total**), or
- √ Filing fee for a Chapter 11 case \$800 plus \$30 administrative fee (**\$830 total**)  
Fee may not be paid in installments Rule 1006(b), Fed.R.Bankr.P.
- √ Involuntary Petition (Official Form 5.) 11 U.S.C. § 303.
- √ Completed Summons to Debtor in Involuntary Case (Procedural Form 250E)

*Clerk's Note: If submitted on paper, for chapter 7 cases, the original and two (2) copies of each document are required. If submitted on paper, for chapter 11 cases, the original and four (4) copies of each document are required. The Clerk may require additional copies.*

*If a file stamped copy is to be returned to the debtor or debtor's attorney, an additional copy is required, plus a suitably sized, self addressed envelope with sufficient postage affixed.*

## **VI. ADVERSARY CASE**

For adversary proceedings filing requirements, see LBR Part VII (Adversary Proceedings) Rules 7003 - 7065.